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Part IV

Postal Service

39 CFR Part 111

Domestic Mail Manual: ZIP+4 and ZIP+4 Barcoded Rate Presort Requirements; Final Rule

POSTAL SERVICE

39 CFR Part 111

Second-Class ZIP+4 and ZIP+4 Barcoded Rate Presort Requirements

AGENCY: Postal Service.

ACTION: Final rule.

SUMMARY: This final rule modifies some existing requirements for preparing letter-size second-class automation rate mailings described in Domestic Mail Manual (DMM) chapter 5, adds a new option for preparing letter-size second-class mail to DMM chapter 5, and amends portions of DMM chapter 4 that pertain to the rates applicable to mailings prepared under the optional sortation to automated sites.

EFFECTIVE DATE: February 14, 1992. See Supplementary Information for further information about compliance dates.

FOR FURTHER INFORMATION CONTACT: Mrs. Lynn Martin, (202) 268–5176; or Mr. Richard Arvonio, (202) 268–5164.

SUPPLEMENTARY INFORMATION: On June 25, 1991, the Postal Service published a proposed rule in the **Federal Register** to amend the regulations of the Postal Service governing the physical requirements and the presort requirements for letter-size mail to qualify for ZIP+4 and ZIP+4 Barcoded rates (56 FR 29072).

The portion of the proposed rule amending the physical requirements for First-, second-, and third-class ZIP+4 and ZIP+4 Barcoded rate mail was addressed in a final rule published on October 16, 1991, 56 FR 51838. The portion of the proposed rule amending the presort requirements for First- and third-class mail was addressed in a final rule published on November 13, 1991, 56 FR 57724. This final rule extends to second-class mail, with some revisions, the presort options for First- and third-class mail that were set forth in the November 13 final rule.

Compliance Dates

Second-class mailers may use the presort preparation options in DMM 562.2, 563.2 and 564, as modified by this final rule, immediately. The options for tray-based preparation of ZIP+4 and ZIP+4 Barcoded rate mail set forth in DMM 562.1 and 562.2 may be used only until March 15, 1992, when these options will be phased out for all classes of mail (see 56 FR 57724). Accordingly, effective March 15, 1992, the second-class presort requirements set forth in DMM 562.2 and 563.2, as amended by this final rule, will become mandatory for second-class mailers wishing to prepare tray-based mailings under DMM chapter 5. The revisions to DMM 424.543b, 424.643c, and 447.325 may be used by mailers immediately, and will be mandatory for automation rate mailings prepared under DMM Chapter 4 effective March 15, 1992.

Evaluation of Comments Received

Comments concerning the proposed rule that did not pertain specifically to second-class presortation issues were addressed in the final rules published October 16, and November 13, 1991.

Five comments were received specifically concerning second-class presort requirements.

One commenter recommended that second-class mailers not be required to meet the same qualification levels as First- and third-class mailers. Another commenter stated that the increase from a minimum of 6 pieces per 3-digit package to 50 pieces per 3-digit package to qualify for 3-digit ZIP+4 Barcoded rates under the package-based option in DMM 564 will result in a net loss of barcoding discounts to second-class mailers which in turn will limit second-class participation in automated mail programs. One commenter stated that the proposed increase from 6 pieces to 10 pieces (for 5-digit packages) and to 50 pieces (for 3-digit packages) will adversely affect service performance. Two commenters indicated that studies conducted by mailers show over 80 percent of newspaper delivery problems stem from papers in 3-digit bundles that must be broken and handled by General Mail Facilities (GMFs). One of these commenters stated that increasing the minimum bundle will increase the number of "3-digit monsters" for second-class mailers. Another commenter stated that he can see the value of the new minimum package requirements for second-class letter mail, but that flat-size mail is handled differently and a lower minimum sortation requirement should be retained for second-class flats.

With respect to DMM chapter 4, one commenter recommended changing the requirement in DMM 452.532 from a minimum of four six-piece packages to each sack destination to a minimum of 24 pieces per sack when preparing automation rate second-class mailings. Three commenters requested that the Postal Service clarify that DMM 452.532 applies only to letter-size second-class mail. One of these commenters stated that there is a lot of confusion over the minimum package requirements and a better definition is needed.

The Postal Service has decided to adopt the minimum presortation levels of 10 pieces per 5-digit area and 50 pieces per 3-digit area in the package-based ZIP+4 Barcoded rate preparation requirements for letter-size second-class mail in DMM 564 in order to make the same package-based sortation option available to First-, second- and third-class mailers, with the exception that within the 3-digit presort tier for second-class mailings, 50 or more pieces for the same optional city may be grouped together in optional city 3-digit, and SCF trays to obtain Level B rates. Regardless of the class of mail in which it is entered, automation-compatible mail needs to be "compatible" with the Postal Service's automated mail processing equipment and needs to be presented to the Postal Service in a manner that aids automated processing to justify automation-based presortation discounts. In addition, as indicated in the proposed rule (56 FR 29076), the Postal Service needs to reduce the complex array of sortation requirements for the ZIP+4 and ZIP+4 Barcoded rates among the various classes. Accordingly, the Postal Service believes it is appropriate for all classes of mail to have the same basic automation-based preparation requirements.

The Postal Service adopted the basic provisions that apply to First-Class Mail (at least 10 pieces to a 5-digit area and 50 pieces to a 3-digit area) for all ZIP+4 Barcoded rate categories for several reasons. First, these rules currently apply to by far the largest volume of automation rate mail. Second, the First-Class rules were designed to apply primarily to letter-size mail which is the type of mail to which the DMM Chapter 5 preparation requirements apply. The sack preparation rules for second- and third-class mail were designed for a much more diverse mail base that was not predominately letter-size. Third, the at least 50-piece per 3-digit area requirement is needed to provide the minimum number of pieces to a destination to justify presorted automation rate discounts.

The rate eligibility criteria set forth in this final rule differ some what from the rate eligibility criteria set forth in the proposed rule. Rate Schedules 200, 202, and 203 of the Domestic Mail Classification Schedule (DMCS), established by the Governors of the Postal Service pursuant to the requirements of 39 U.S.C. 3621 *et seq.* (see 56 FR 3616, January 30, 1991), limit Level B/H/J3/J5 rates to pieces presorted to "3-digit city/5-digit" destinations and specifically prescribe that mail sorted to "3-digit (other than 3-digit cities)" and SCFs is only eligible for Level A/G/J1 rates. Accordingly, Level B/H/J3/J5 rates cannot be extended to second-class mail sorted to

3-digit areas that are neither unique 3-digit ZIP Code cities nor one of the multi-coded cities listed in DMM Exhibit 122.63a. For the same reason, those rates cannot be extended to second-class mail sorted to SCF destinations.

The tray-based sortation options in DMM chapter 5 require pieces to be placed in full trays without packaging (with some exceptions). Rate qualification is based upon the level of sortation of the tray into which the pieces are sorted. In keeping with the requirements of the Rate Schedules, this final rule permits only pieces within 5-digit trays, unique 3-digit trays, and optional city trays to qualify for second-class Level B/H/J3/J5 rates in tray-based ZIP+4 and ZIP+4 Barcoded rate mailings made under DMM 562.2 and 563.2. New sections 562.233, 563.233, and 564.433 have been added to provide for preparation of optional city trays for second-class mailings. (Optional city trays are not permitted for First- and third-class mailings.)

Under the DMM chapter 5 package-based option (DMM 564), rate eligibility is based upon packaging or grouping requirements instead of the level of tray in which the pieces are placed. For the package-based option, the final rule permits only pieces within a group of 10 or more pieces to a 5-digit ZIP Code area, within a group of 50 or more pieces for a unique 3-digit ZIP Code area, or within a group of 50 or more pieces for an optional city to qualify for Level B/H/J3/J5 rates. Pieces for non-unique 3-digit areas that are not part of a group of 50 or more pieces for an optional city will be subject to Level A/G/J1 rates, whether prepared as a group of 50 or more pieces for the 3-digit area within the 3-digit presort tier, or as part of the residual portion of the mailing.

The rate eligibility requirements for optional automated site mailings in DMM 424.543b and 424.643c are also amended to specifically provide that SCF packages and sacks or trays only qualify for Level A/G/J1 rates.

Those commenters who expressed concern that the DMM chapter 5 presortation rules will require a greater quantity of mail to qualify for Level B/H/J3/J5 automation discounts should note that it is possible that more pieces in a second-class mailing could qualify for the 5-digit ZIP+4 Barcoded rates under the new DMM chapter 5 package-based sortation requirements (see DMM 564) than under the current DMM chapter 4 sortation requirements. This is because a single package of 10 or more ZIP+4 Barcoded pieces to a 5-digit ZIP Code area may qualify for 5-digit ZIP+4 Barcoded rates (Levels B5/H5/J5 ZIP+4 Barcoded rates) under the package-based regulations in DMM 564 without needing additional packages to meet minimum sacking requirements. Depending upon the mailing, this could offset any loss of discounts from reduced qualification for the 3-digit ZIP+4 Barcoded rates (Level B3/H3/J3 ZIP+4 Barcoded rates).

The Postal Service does not agree that requiring 50-piece packages at the 3-digit ZIP Code level will adversely affect service performance for automation compatible second-class mail. The service performance tests cited by the commenter were based on flat-size pieces that were sacked. Because letter-size automation-compatible mail will be handled differently from flat-size pieces, any adverse impact shown in those tests should not apply to letter-size pieces that are trayed and barcoded.

With respect to the suggestion that the Postal Service change the requirement in DMM chapter 4 for four six-piece packages per sack, these DMM chapter 4 regulations were not addressed in the proposed rule. Because such a change could have an adverse impact on some mailers it would need to be addressed in a separate proposed rule. Since, as indicated in the proposed rule, the Postal Service's future plans will move all automation rate mail out of sacks and into trays, there is no basis to consider such a revision to the sacking requirements for second-class automation rate mail.

With respect to the comment requesting that the sortation requirements for flats not be changed, the Postal Service has no plans at the current time to change the sortation requirements for non-automation rate second-class mailings that are sacked. The proposed flat-size automation discounts are currently pending before the Postal Rate Commission; eligibility requirements for those discounts will be addressed separately from this rulemaking.

List of Subjects in 39 CFR Part 111

Postal Service.

In view of the considerations discussed above, the Postal Service hereby adopts the following amendments to the Domestic Mail Manual, which is incorporated by reference in the Code of Federal Regulations (see 39 CFR 11.1).

PART 111—[AMENDED]

1. The authority citation for part 111 continues to read as follows:

Authority: 5 U.S.C. 552(a); 39 U.S.C. 101, 401, 403, 404, 3001–3011, 3201–3219, 3403–3406, 3621, 5001.

2. In chapter 4 of the Domestic Mail Manual make the following revisions:

CHAPTER 4—SECOND-CLASS MAIL

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424.5 ZIP+4 Rates

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424.543 Rate Eligibility

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b. Optional Sortation to Automated Sites.

[Change the last sentence in this section to read:]

"Pieces in SCF, AADC, and mixed AADC packages and sacks, or packages and trays, are not eligible for the level B3/H3/J3 rates and must be claimed at the level A/G/J1 rates."

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424.6 ZIP+4 Barcoded Rates

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424.643 Rate Eligibility

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c. Optional Sortation to Automated Sites.

[Change the last sentence in this section to read as follows:]

"Pieces in SCF, AADC, and mixed AADC packages and sacks, or packages and trays, are not eligible for the level B3/H3/J3 rates and must be claimed at the level A/G/J1 rates."

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447 SPECIAL PREPARATION REQUIREMENTS FOR ZIP+4 AND ZIP+4 BARCODED MAILINGS

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447.3 Trays

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447.325 Optional Sortation to Automated Sites.

[Change the last sentence in this section to read as follows:]

"Pieces in SCF, AADC, and mixed AADC packages and sacks, or packages and trays, are not eligible for level B3/H3/J3 rates and must be claimed at the level A/G/J1 rates."

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3. In chapter 5 of the Domestic Mail Manual, make the following revisions:

CHAPTER 5—AUTOMATION-COMPATIBLE MAIL

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560 Presort Requirements

561 General

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561.22 General Requirements for Labeling and Securing Packages

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561.222 Labeling Packages

[Replace the last two sentences in this section with the following:]

"For second-class mailings where optional city packages, if prepared, are required to be labeled, the lower left corner of the top piece in each package must bear a yellow "C" pressure-sensitive package label. Pressure-sensitive labels are provided by the Postal Service. Alternatively, the applicable 5-digit or 3-digit (or, for second-class, optional city) optional endorsement package label line may be used as specified in 369, 441.232, or 642.3."

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561.442 When Overflow Trays Permitted. Overflow trays are permitted in all tray levels (5-digit, optional city (for second-class mailings only), 3-digit, and SCF trays) in mailings prepared under 562.1, 562.2, 563.1, and 563.2.

561.443 Requirements for Preparation of Overflow Trays. Mailers must distribute the volume among trays when more than one tray is prepared for the same destination to ensure that the maximum number of full (as defined in 561.43) 5-digit, optional city (second-class mailings only), 3-digit, and SCF trays are prepared. After this step, the remaining pieces for a 5-digit, optional city (second-class mailings only), 3-digit, or SCF destination may be placed in an overflow tray that is less than full, provided the pieces in the overflow tray are packaged. In tray-based option 2 ZIP+4 and ZIP+4 Barcoded rate mailings (see 562.2 and 563.2), packages in overflow trays must also be labeled as 5-digit packages (in 5-digit trays), optional city packages (in second-class optional city trays), or 3-digit packages (in 3-digit and SCF trays). See 561.222 for labeling requirements. Only one overflow tray for a particular 5-digit, optional city (second-class mailings only), 3-digit, or SCF destination may be prepared in a mailing. To allow accurate verification of the mailing by postal acceptance personnel, the mailer must provide a listing of all overflow trays (except for overflow SCF trays prepared under 562.2 and 564) in addition to the other documentation required for the preparation option used.

Note: [*Insert existing note.*]

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562 PRESORTED ZIP+4 MAIL

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562.2 Option 2 (Required March 15, 1992, Optional Until Then)

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562.22 Rate Eligibility

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562.222 Second-Class Mail

a. 5-Digit Trays. ZIP+4 coded pieces in 5-digit trays may qualify for the level B5/H5/J5 ZIP+4 rates. Other pieces in 5-digit trays may qualify for the level B5/H5/J5 rates. These trays must be full trays (see 561.43) or overflow trays (see 561.44).

b. Optional City Trays. ZIP+4 coded pieces in optional city trays for a city listed in Exhibit 122.63a may qualify for the level B3/H3/J3 ZIP+4 rates. Other pieces in optional city trays may qualify for the level B3/H3/J3 rates. These trays must be full trays (see 561.43) or overflow trays (see 561.44).

c. 3-Digit Trays.

(1) Unique 3-Digit Trays. ZIP+4 coded pieces in 3-digit trays of a unique 3-digit ZIP Code listed in Exhibit 122.63b may qualify for the level B3/H3/J3 ZIP+4 rates. Other pieces in unique 3-digit trays may qualify for the level B3/H3/J3 rates. These trays must be full trays (see 561.43) or overflow trays (see 561.44).

(2) Non-Unique 3-Digit Trays. ZIP+4 coded pieces in non-unique 3-digit trays may qualify for the level A/G/J1 ZIP+4 rates. Other pieces may qualify for the level A/G/J1 rates. These trays must be full trays (see 561.43) or overflow trays (see 561.44).

d. SCF Trays. ZIP+4 coded pieces in SCF trays may qualify for the level A/G/J1 ZIP+4 rates. Other pieces in SCF trays may qualify for the level A/G/J1 rates. There is no minimum quantity for SCF trays. All pieces in second-class ZIP+4 mailings must be sorted to a least the SCF level.

Note: Even though a less than full SCF tray that contains mail for only one 3-digit area must be labeled as a 3-digit tray (or may be labeled as an optional city tray if the tray contains mail for only one optional city) in accordance with 562.232b(2), 562.232b(3), and 562.233, such a tray is considered an SCF tray for rate purposes. A less than full SCF tray is different from an optional city or a 3-digit overflow tray. An optional city overflow tray contains mail left over after filling at least one other tray for that optional city. A 3-digit overflow tray contains mail left over after filling at least one other tray for that 3-digit destination. Overflow optional city trays and overflow 3-digit trays are subject to the rates for optional city and 3-digit trays described in 562.222b and 562.222c. These overflow trays must be separately documented as required in 561.44.

e. Residual Trays. There are no residual trays in second-class mailings.

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562.23 Sortation Requirements

562.231 ZIP Code Grouping and Packaging Requirements

a. Grouping and Packaging in 5-Digit and 3-Digit Trays

(1) Full Trays. There are no ZIP Code grouping requirements for 5-digit, optional city (for second-class mail only), and 3-digit trays. Packaging is not permitted in full 5-digit, optional city (second-class only), and 3-digit trays when pieces do not exceed the width of trays. Packaging is permitted for pieces that exceed the width of trays when used to maintain the orientation of the pieces within the trays as described in 561.422. Package labels are not required for this packaging.

Note: 5-digit and 3-digit trays, as well as second-class optional city trays, are required to be full (see 562.232b(1), 562.232b(2), 562.223, and 561.43) except that less than full overflow trays are permitted as described in 561.44.

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(2) Overflow Trays. The pieces in overflow trays to 5-digit and 3-digit destinations, as well as pieces in overflow trays to second-class optional city destinations, must be packaged to maintain their orientation. (Overflow trays are less than full by definition (see 561.44).) All packages in overflow trays must be labeled as 5-digit packages, 3-digit packages, or (within second-class mailings only) optional city packages, as appropriate. See 561.22 for other requirements on securing and labeling packages.

b. Grouping and Packaging in SCF Trays

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(2) Second- and Third-Class Mailings.

[Insert existing section 562.231b(2). Revise the first sentence to read as follows:]

"There is no minimum quantity of pieces required in SCF trays of second- and third-class mail."

[Revise the next to last sentence of 562.231b(2) to read as follows:]

"Each package in a less than full SCF tray must contain mail for only one 3-digit ZIP Code area and must be labeled as a 3-digit package, except that in second-class mailings the package may be labeled as an optional city package if each piece in the package is for one of the optional cities listed in Exhibit 122.63a."

[Add a note to the end of this section as follows:]

"Note: Even though a less than full SCF tray that contains mail for only one 3-digit area must be labeled as a 3-digit tray (or for second-class mail may be labeled as an optional city tray if the tray contains mail for only one optional city) in accordance with 562.232b(2), 562.232b(3), and 562.233, such a tray is considered an SCF tray for rate purposes. A less than full SCF tray is different from an optional city or a 3-digit overflow tray. An optional city overflow tray contains mail left over after filling at least one other tray for that optional city. A 3-digit overflow tray contains mail left over after filling at least one other tray for that 3-digit destination. Overflow optional city trays (second-class mail only) and overflow 3-digit trays are subject to the rates for optional city and 3-digit trays described in 562.222b, 562.222c, 562.223b, and 562.223c, as appropriate for the class of mail. These overflow trays must be separately documented as required in 561.44."

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562.232 Traying Requirements

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b. Required Tray Sortation

(1) 5-Digit Trays.

[Insert existing 562.232b(1). Change the information to be placed in Line 2 of the tray label as follows:]

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "ZIP+4 PRESORT"

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Exception: [In the second sentence change the phrase "third-class" to "second- and third-class". Add the following as the last line of the exception to 562.232b(1):]

"Optional city trays are not permitted in second-class mailings prepared according to this optional automated site preparation option."

(2) 3-Digit Trays.

[Insert existing section 562.232b(2). Insert the following after the third sentence:]

"In second-class mailings the mailer may elect to prepare optional city trays to obtain the level B3/H3/J3 ZIP+4 rates (see 562.233); if so, optional city trays must be prepared before preparing 3-digit trays."

[In both 562.232b(2)(a) and 562.232b(2)(b) change the information to be placed in Line 2 of the tray label as follows:]

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "ZIP+4 PRESORT"

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(3) SCF Trays

(a) Trays for SCFs Serving a Single 3-Digit Area. If, after preparing all possible full 5-digit trays, full optional city trays (if applicable—see 562.233), and full 3-digit trays (and, at the mailer's option, overflow trays to those destinations), there are pieces remaining for a single 3-digit SCF listed in Exhibit 122.63c that are not sufficient to fill a tray, they must be placed in a single 3-digit SCF tray. The pieces in the tray must be rubber-banded or otherwise secured into packages and labeled as described in 562.231b and 561.22. There is no minimum quantity for single 3-digit SCF trays, except for those in First-Class mailings, which must contain at least 50 pieces for each 3-digit ZIP Code area. (See also the note in 562.231a(1) for instructions concerning First-Class mailings where fewer than 50 pieces fill a tray.) If a second-class single 3-digit SCF tray contains pieces for only one optional city listed in Exhibit 122.63a, the tray may be labeled as an optional city tray under 562.233. Other trays containing mail for an SCF serving a single 3-digit area must be labeled as follows:

Line 1: Name of SCF, two-letter state abbreviation, followed by 3-digit ZIP Code prefix of pieces in tray (see Exhibit 122.63c)

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "ZIP+4 PRESORT"

Line 3: Name of mailer and city and two-letter state abbreviation of mailer's location

Example

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(b) Trays for SCFs Serving Multiple 3-Digit Areas. If, after preparing all possible full 5-digit trays, full optional city trays (if applicable—see 562.233), and full 3-digit trays (and, at the mailer's option, overflow trays to those destinations), there are pieces remaining for one of the SCFs that serve more than one 3-digit area (listed in Exhibit 122.63d), an SCF tray must be prepared. There is no minimum quantity for these SCF trays, except for those in First-Class mailings, which must contain at least 50 pieces for each 3-digit ZIP Code area contained in the tray. (See also the note in 562.231b(1) for instructions concerning First-Class mailings where a full tray may contain less than 50 pieces for a 3-digit ZIP Code area.) For all classes of mail, pieces must be grouped by 3-digit area within the tray. When there is less than a full tray, the pieces in the tray must be packaged and labeled as described in 562.231b and 561.22. Packages must contain mail for only one 3-digit ZIP Code area. If the tray contains pieces for only one 3-digit ZIP Code area served by the SCF the tray must be labeled as a 3-digit tray under 562.232b(2), except that if a second-class SCF tray contains pieces for only one optional city listed in Exhibit 122.63a, the tray may be labeled as an optional city tray under 562.233. Trays containing pieces for multiple 3-digit areas must be labeled as follows:

Line 1: Letters "SCF" followed by name of SCF, two-letter state abbreviation of SCF, and 3-digit SCF code shown in Exhibit 122.63d

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "ZIP+4 PRESORT"

Line 3: Name of mailer and city and two-letter state abbreviation of mailer's location

Example

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Exception: [Add the following sentence to the end of the exception:]

"For second-class mailings prepared under this automated site option, optional city trays are not permitted."

562.233 Optional Tray Sortation for Second-Class Mailings Only

a. General. The requirements in 561.4 must be met.

b. Second-Class Optional City Trays. After preparing all possible full 5-digit trays (and, at the mailer's option, overflow 5-digit trays), and before preparing 3-digit trays, second-class mailers may prepare optional city trays for the multi-ZIP Coded cities listed in Exhibit 122.63a. Trays that are not full are prohibited, except that one overflow tray per optional city is permitted as provided in 561.44. Trays must be labeled as follows:

Line 1: Name of optional city in Exhibit 122.63a, two-letter state abbreviation, and lowest 5-digit ZIP Code served by city

Line 2: Contents (2C or NEWS) followed by "ZIP+4 PRESORT" and directly under ZIP Code on Line 1 "CITY"

Line 3: Name of mailer and city and two-letter state abbreviation of mailer's location

Example

LA JOLLA CA 92037
NEWS ZIP+4 PRESORT CITY
DUCE MAILING CO BIGFOOT TX

Note: For mailings prepared under the automated site option (see exception to 562.232b(3)(b), preparation of optional city trays is not permitted.

562.24 Residual Mail

562.241 General

[Revise the first sentence of this section to read as follows:]

"There is no residual mail for second- and third-class mailings."

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562.26 Documentation

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562.252 Information Required

a. Tray Label Option

(1) Sequence.

[Revise the first two sentences to read as follows:]

"The documentation must be sequenced by level of sortation (5-digit, second-class optional city if applicable, 3-digit, and SCF) and must show, for each tray in each group, a unique tray number or the exact top line of the tray label. In the 5-digit portion and second-class optional city portion, the contents of each tray must be detailed by 5-digit ZIP Code."

(2) Information.

[Revised the second sentence to read as follows:]

"For optional city (second-class only), 3-digit, and SCF trays (and for First-Class residual trays prepared under 562.242a), the documentation must show a subtotal for the number of pieces at each rate category, the number of pieces with a correct ZIP+4 code, and the total number of pieces in the tray."

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b. ZIP Code Option

(1) Sequence.

[Revise the first two sentences to read as follows:]

"The documentation must be sequenced by level of sortation (5-digit, second-class optional city if applicable, 3-digit, and SCF). In the 5-digit portion and second-class optional city portion, the entries must be listed by 5-digit ZIP Code."

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563 PRESORTED ZIP+4 BARCODED MAIL TRAY-BASED PREPARATION REQUIREMENTS

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563.2 Option 2 (Required March 15, 1992, Optional Until Then)

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563.22 Rate Eligibility

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563.222 Second-Class Mail

a. 5-Digit Trays

(1) 5-Digit Trays Meeting the 100 % ZIP+4 or Delivery Point Barcoded Requirement. In 5-digit trays, each piece may qualify for the level B5/H5/J5 ZIP+4 Barcoded rates. All 5-digit trays must be full trays (see 561.43) or overflow trays (see 561.44) and must be 100 % ZIP+4 barcoded or delivery point barcoded.

(2) 5-Digit Trays Submitted Under the Limited Exception in 563.213. Pieces that bear the correct ZIP+4 barcode or correct delivery point barcode may qualify for the level B5/H5/J5 ZIP+4 Barcoded rate. Pieces without a ZIP+4 barcode or delivery point barcode may qualify for the level B5/H5/J5/ ZIP+4 rate if they bear the correct numeric ZIP+4 code in the address and meet the requirements of 540. Other pieces qualify for the level B5/H5/J5 presort rates. All 5-digit trays must be full trays (see 561.43) or overflow trays (see 561.44).

b. Optional City Trays. Pieces that bear the correct ZIP+4 barcode or correct delivery point barcode in trays for an optional city listed in Exhibit 122.63a may qualify for the level B3/H3/J3 ZIP+4 Barcoded rates. Pieces without a ZIP+4 barcode or delivery point barcode may qualify for the level B3/H3/J3 ZIP+4 rates if they bear the correct numeric ZIP+4 code in the address and meet the requirements of 540. Other pieces qualify for the level B3/H3/J3 presort rates. Optional city trays must be full trays (see 561.43) or overflow trays (see 561.44).

c. 3-Digit Trays

(1) Unique 3-Digit Trays. Pieces that bear the correct ZIP+4 barcode or correct delivery point barcode in unique 3-digit trays may qualify for the level B3/H3/J3 ZIP+4 Barcoded rates. Pieces without a ZIP+4 barcode or delivery point barcode may qualify for the level B3/H3/J3 ZIP+4 rates if they bear the correct numeric ZIP+4 code in the address and meet the requirements of 540. Other pieces qualify for the level B3/H3/J3 presort rates. Unique 3-digit trays must be full trays (see 561.43) or overflow trays (see 561.44).

(2) Non-Unique 3-Digit Trays. Pieces that bear the correct ZIP+4 barcode or correct delivery point barcode in non-unique 3-digit trays may qualify for the level A/G/J1 ZIP+4 Barcoded rates. Pieces without a ZIP+4 or delivery point barcode may qualify for the level A/G/J1 ZIP+4 rates if they bear a correct numeric ZIP+4 code in the address and meet the requirements of 540. Other pieces qualify for the level A/G/J1 presort rates. All 3-digit trays must be full trays (see 561.43) or overflow trays (see 561.44).

c. SCF Trays. Pieces that bear the correct ZIP+4 barcode or correct delivery point barcode in SCF trays may qualify for the level A/G/J1 ZIP+4 Barcoded rates. Pieces without a ZIP+4 barcode or delivery point barcode may qualify for the level A/G/J1 ZIP+4 rates if they bear a correct numeric ZIP+4 code in the address and meet the requirements of 540. Other pieces qualify for the level A/G/J1 presort rates. All SCF trays must be full trays (see 561.43) or overflow trays (see 561.44).

d. Residual Trays. Pieces that bear the correct ZIP+4 barcode or correct delivery point barcode in residual trays may qualify for the level A/G/J1 ZIP+4 Barcoded rates. Residual pieces without a ZIP+4 barcode or delivery point barcode may qualify for the level A/G/J1 ZIP+4 rates if they bear a correct numeric ZIP+4 code in the address and meet the requirements of 540. Other pieces qualify for the level A/G/J1 presort rates.

* * * * *

563.23 Sortation Requirements

563.231 ZIP Code Grouping and Packaging

a. Grouping/Packaging in 5-Digit and 3-Digit Trays

(1) Full Trays. There are no ZIP Code grouping requirements for 5-digit, optional city (second-class only), and 3-digit trays. Packaging is not permitted in full 5-digit, optional city (second-class mail only), and 3-digit trays containing only pieces that do not exceed the width of trays. Packaging is permitted within trays containing pieces that exceed the width of trays when packaging is required to maintain the orientation of the pieces within the trays as described in 561.422. Package labels are not required for this packaging.

Note: 5-digit and 3-digit trays, as well as second-class optional city trays, are required to be full (see 563.232b(1), 563.232b(2) and 563.233) except that less than full overflow trays are permitted as provided in 561.44. For First-Class mailings, there must be at least 50 pieces for each 3-digit ZIP Code area. If less than 50 pieces fill a 3-digit tray (pieces exceeding the height and width of trays) the remaining pieces to that 3-digit ZIP Code area must be placed in another full 3-digit tray if possible, a 3-digit overflow tray, or an SCF tray.

(2) Overflow Trays. The pieces in overflow trays to 5-digit and 3-digit destinations, as well as pieces in overflow trays to second-class optional city destinations, must be packaged to maintain their orientation. (Overflow trays are less than full by definition (see 561.44).) All packages in overflow trays must be labeled as 5-digit, 3-digit, or (within second-class mailings only) optional city packages as appropriate. See 561.22 for other requirements on securing and labeling packages.

* * * * *

b. Grouping/Packaging in SCF Trays

* * * * *

(2) Second- and Third-Class Mailings

(a) Full Trays. [Revise the first sentence of this section to read as follows:

"There is no minimum quantity requirement for individual 3-digit ZIP Code areas in SCF trays of second- and third-class mail."]

(b) Overflow Trays. The pieces in second- and third-class SCF overflow trays (which are less than full by definition) must be packaged to maintain their orientation in the tray. Each package must contain mail for only one 3-digit ZIP Code area and must be labeled as a 3-digit package, except that in second-class mailings the package may be labeled as an optional city package if each piece in the package is for one of the optional cities listed in Exhibit 122.63a.

* * * * *

563.232 Traying Requirements

a. General. The requirements in 561.2 must be met.

b. Required Tray Sortation—Qualifying Pieces

(1) 5-Digit Trays. If there are enough pieces to the same 5-digit destination to fill a tray, a 5-digit tray may be prepared for that destination. Preparation of 5-digit trays is required only if the First- or third-class 5-digit ZIP+4 Barcoded rates or second-class level B5/H5/J5 ZIP+4 Barcoded rates are claimed. Trays that are not full are prohibited, except for overflow trays as provided in 561.44. All 5-digit trays must be labeled as follows:

Line 1: City, two-letter state abbreviation, and 5-digit ZIP Code

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "Z+4 BARCODED" or "Z+4 B/C"

Line 3: Name of mailer and city and two-letter state abbreviation of mailer's location

Example

* * * * *

(2) 3-Digit Trays. If there are enough pieces to fill a tray for a 3-digit ZIP Code area, a 3-digit tray must be prepared for that destination. For First-Class Mail, there must be at least 50 pieces for each 3-digit ZIP Code area. For all classes of mail, 3-digit trays that are not full are prohibited, except for overflow trays as provided in 561.44. (See also the note in 563.231a(1) for instructions concerning First-Class mailings where a full tray may contain less than 50 pieces.) Within mailings in which the First- or third-class 5-digit ZIP+4 Barcoded rates or second-class level B5/H5/J5 rates are claimed, 3-digit trays may be prepared only after all possible 5-digit trays have been prepared. In second-class mailings the mailer may elect to prepare optional city trays to obtain the level B3/H3/J3 ZIP+4 Barcoded rates (see 563.233); if so, optional city trays must be prepared before preparing 3-digit trays. 3-digit trays must be labeled as follows:

(a) Unique 3-Digit ZIP Code Prefixes

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "Z+4 BARCODED" or "Z+4 B/C"

* * * * *

(b) Other 3-digit ZIP Code Prefixes

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "Z+4 BARCODED" or "Z+4 B/C"

* * * * *

Example

NORTHERN VIRGINIA VA 221
NEWS Z+4 BARCODED
ABC MAILING CO ROCHESTER NY

(3) SCF Trays. After traying mail to 5-digit areas under 563.232b(1) (if applicable), to optional cities under 563.233 (if applicable for second-class mailings), and to 3-digit areas under 563.232b(2), if there are enough pieces to fill a tray for one of the SCF areas listed in Exhibit 122.63d, an SCF tray must be prepared for that destination. For First-Class Mail, there must be at least 50 pieces for each 3-digit ZIP Code area. For all classes of mail, pieces for the same 3-digit area must be grouped together within the tray. SCF trays that are not full are prohibited, except for overflow trays as provided in 561.44. (See also the note in 563.231b(1) for instructions concerning First-Class mailings where a full tray may contain less than 50 pieces for a 3-digit area.) SCF trays must be labeled as follows:

* * * * *

Line 2: Appropriate class or contents designational (FCM, 2C, NEWS, or 3C) followed by "Z+4 BARCODED" or "Z+4 B/C"

* * * * *

Note: An overflow SCF tray that contains pieces for only one 3-digit ZIP Code area must be labeled as a 3-digit tray as described in 563.232b(2), except that an SCF tray in a second-class mailing which contains pieces for only one optional city listed in Exhibit 122.63a may be labeled as an optional city tray as described in 563.233.

c. Tray Sortation—Residual Pieces.

* * * * *

(1) Option 1: ZIP Code Sequencing and Listing.

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C LTRS as appropriate) followed by "ZIP+4 BARCODED"

* * * * *

(2) Option 2: Physical Separation.

* * * * *

(a) Trays containing ZIP+4 or Delivery Point Barcoded Mail

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C LTRS as appropriate) followed by "ZIP+4 BARCODED"

* * * * *

(b) Trays Containing Pieces Not ZIP+4 or Delivery Point Barcoded that Bear a Correct Numeric ZIP+4 Code in the Address and Meet the Requirements of 540.

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, OR 3C LTRS) followed by "ZIP+4"

* * * * *

(c) Trays Containing Other Pieces.

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C LTRS)

* * * * *

563.233 Optional Tray Sortation for Second-Class Mailings Only

a. General. The requirements in 561.4 must be met.

b. Second-Class Optional City Trays. Before preparing 3-digit trays, second-class mailers may prepare optional city trays for the multi-ZIP Coded cities listed in Exhibit 122.63a. If the mailer chooses to prepare 5-digit trays, optional city trays may only be prepared after preparing all possible full 5-digit trays. Optional city trays that are not full are prohibited, except that one overflow tray per optional city is permitted as provided in 561.44. Trays must be labeled as follows:

Line 1: Name of optional city in Exhibit 122.63a, two-letter state abbreviation, and lowest 5-digit ZIP Code served by city

Line 2: Contents (2C or NEWS) followed by "ZIP+4 BARCODED" OR "ZIP+4 BARCODED" and directly under ZIP Code on Line 1 "CITY"

Line 3: Name of mailer and city and two-letter state abbreviation of mailer's location

Example

LA JOLLA CA 92037
NEWS ZIP+4 BARCODED CITY
DEUCE MAILING CO BIGFOOT TX

563.24 Documentation

* * * * *

563.242 Information Required

a. Tray Label Option

(1) Sequence.

[Revise the first two sentences to read as follows:]

"The documentation must be sequenced by level of sortation (5-digit, second-class optional city if applicable, 3-digit, and SCF) and must show, for each tray in each group, a unique tray number or the exact top line of the tray label. For the 5-digit portion and second-class optional city portion, the contents of each tray must be detailed by 5-digit ZIP Code."

(2) Information.

[Revise the second sentence to read as follows:]

"For 3-digit and SCF trays, and second-class optional city trays (if applicable), the documentation must show a subtotal for the number of pieces at each rate category, the number of pieces with a correct ZIP+4 barcode or delivery point barcode, and the total number of pieces in the tray."

b. ZIP Code Option

(1) Sequence.

[Revise the first two sentences to read as follows:]

"The documentation must be sequenced by level of sortation (5-digit, second-class optional city if applicable, 3-digit, and SCF). For the 5-digit portion and second-class optional city portion, the entries must be listed by 5-digit ZIP Code."

* * * * *

564 PACKAGE-BASED PREPARATION REQUIREMENTS—ZIP+4 BARCODED RATE MAILINGS

* * * * *

564.2 Rate Eligibility

* * * * *

564.22 Second-Class Mailings

564.221 Five-Digit Presort Tier (Groups of 10 or More Pieces Per 5-Digit Area in 5-Digit, 3-Digit, and SCF trays). All pieces within the 5-digit presort tier prepared in accordance with 564.3 may qualify for the level B5/H5/J5 ZIP+4 Barcoded rates. Only pieces bearing a correct ZIP+4 barcode or delivery point barcode may be included in this presort tier.

564.222 Three-Digit Presort Tier (Groups of 50 or More Pieces Per 3-Digit Area or per Optional City in Optional City, 3-Digit, and SCF Trays)

a. Unique 3-Digit Packages and Optional City Packages. Within the 3-digit presort tier, groups of 50 or more pieces for a unique 3-digit ZIP Code area listed in Exhibit 122.63b and groups of 50 or more pieces for a multi-coded city listed in Exhibit 122.63a can qualify for rates as follows: (1) Pieces that bear the correct ZIP+4 barcode or delivery point barcode and meet the requirements of 550 can qualify for the level B3/H3/J3 ZIP+4 Barcoded rates; (2) pieces that do not bear a ZIP+4 barcode or delivery point barcode that bear the correct numeric ZIP+4 code in the address and meet the requirements of 540 can qualify for the level B3/H3/J3 ZIP+4 rates; (3) other pieces qualify for the level B3/H3/J3 presort rates.

b. Non-Unique 3-Digit Packages. Within the 3-digit presort tier, groups of 50 or more pieces to a non-unique 3-digit ZIP Code area that are not part of a group of 50 or more pieces for an optional city listed in Exhibit 122.63a will qualify for rates as follows: (1) Pieces that bear the correct ZIP+4 barcode or correct delivery point barcode can qualify for the level A/G/J1 ZIP+4 Barcoded rates; (2) pieces without a ZIP+4 barcode or delivery point barcode can qualify for the level A/G/J1 ZIP+4 rates if they bear a correct numeric ZIP+4 code in the address and meet the requirements of 540; (3) other pieces qualify for the level A/G/J1 presort rates.

Note: The 3-digit presort tier can contain pieces at both Level B3/H3/J3 and A/G/J1 rates. The documentation must properly reflect the applicable rates as described in 564.62.

564.223 Residual Presort Tier. Within the residual presort tier prepared under 564.5, pieces that bear the correct ZIP+4 barcode or correct delivery point barcode can qualify for the level A/G/J1 ZIP+4 Barcoded rates; pieces without a ZIP+4 barcode or delivery point barcode can qualify for the level A/G/J1 ZIP+4 rates if they bear a correct numeric ZIP+4 code in the address and meet the requirements of 540; and other pieces qualify for the level A/G/J1 presort rates.

* * * * *

564.3 Sortation Requirements—5-Digit Presort Tier

* * * * *

564.33 Traying Requirements—5-Digit Presort Tier

* * * * *

564.332 Tray Sortation

a. 5-Digit Trays.

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "5DG Z+4 BARCODED" or "5DG Z+4 B/C"

* * * * *

b. 3-Digit Trays.

* * * * *

(1) Unique 3-Digit ZIP Code Prefixes

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "5DG Z+4 BARCODED" or "5DG Z+4 B/C"

* * * * *

(2) Other 3-Digit ZIP Code Prefixes

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "5DG Z+4 BARCODED" or "5DG Z+4 B/C"

* * * * *

Example

NORTHERN VIRGINIA VA 221
NEWS 5DG Z+4 BARCODED
ABC MAILING CO ROCHESTER NY

c. SCF Trays

(1) Trays for SCFs Serving Single 3-Digit Areas.

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "5DG Z+4 BARCODED" or "5DG Z+4 B/C"

* * * * *

Example

MID-FLORIDA FL 327
2C 5DG Z+4 BARCODED
BAKERSFIELD CA

(2) Trays for SCFs Serving Multiple 3-Digit Areas.

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "5DG Z+4 BARCODED" or "5DG Z+4 B/C"

* * * * *

564.4 Sortation Requirements—3-Digit Presort Tier

564.41 Minimum Quantity Per 3-Digit Area. [Add the following as the second sentence of this section: "For second-class mailings, groups of 50 or more pieces for an optional city in Exhibit 122.63a may be prepared before preparing groups of 50 or more pieces for the same 3-digit ZIP Code area."]

564.42 Grouping and Packaging Requirements

[Renumber 564.421 and 564.422 as 564.422a and 564.423. Insert new 564.421, new 564.422b, and revise 564.423 as follows:]

564.421 Grouping/Packaging in Optional City Trays (Second-Class Mailings Only). Second-class mailers may choose to prepare groups of 50 or more pieces for the optional cities listed

in Exhibit 122.63a to obtain the Level B3/H3/J3 rates as described in 564.222a, before going on to prepare groups of 50 or more pieces for 3-digit ZIP Code areas. If mailers choose to claim the level B3/H3/J3/ rates for optional cities in this manner, and there is a full tray of this mail for the same optional city, an optional city tray must be prepared as described in 564.433. There are no grouping or packaging requirements for optional city trays except for pieces that exceed the width of trays where packaging is used as the method to maintain the orientation of the pieces within the trays as provided in 561.422. It is recommended that mail in optional city trays not be packaged (except as in 561.422). However mailers are permitted to package pieces in optional city trays as provided in 561.22. If pieces are packaged, package levels are not required.

Note: All optional city trays must be full (see 564.433 and 561.43) and there must be at least 50 pieces for each optional city (see 564.41). If, due to the size of the mailpieces, a full tray holds less than 50 pieces and it is not possible for all the pieces for the same optional city to be placed in the same tray, the remaining pieces must be placed in another full optional city tray if possible. In all instances where it is not possible to fill another optional city tray with the pieces remaining from a full optional city tray, the remaining pieces must be placed in a 3-digit tray if possible, or an SCF tray.

564.422 Grouping/Packaging in 3-Digit Trays

a. First- and Third-Class Mailings. [Insert former section 564.421.]

b. Second-Class Mailings. There are no grouping or packaging requirements for 3-digit trays except when mailers choose to perform optional city sortations as described in 564.421 and 564.433 in order to claim level B3/H3/J3 rates under 564.222a. When optional city sortations are made, groups of 50 or more pieces for an optional city must be grouped together within 3-digit trays. Any remaining group of 50 or more pieces for the 3-digit ZIP Code area that is not related to an optional city must be grouped together in the tray.

Note: All 3-digit trays must be full (see 564.432a and 561.43) and there must be at least 50 pieces for each optional city or 3-digit ZIP Code area (see 564.41). If, due to the size of the mailpieces, a full tray holds less than 50 pieces and it is not possible for all the pieces for the same 3-digit ZIP Code area to be placed in the same tray, the remaining pieces must be placed in another full 3-digit tray if possible. In all instances where it is not possible to fill another 3-digit tray with the pieces remaining from a full 3-digit tray (either groups for optional cities or groups for 3-digit areas), the remaining pieces must be placed in an SCF tray.

564.423 Grouping/Packaging in SCF Trays

a. Full SCF Trays. [Add the following as the second sentence of this section:]

"For second-class mailings in which level B3/H3/J3 rates are claimed for groups of 50 or more pieces for the same optional city (see 564.222a and 564.421), the pieces for each optional city must be grouped together separate from other groups of 50 or more pieces for the 3-digit area."

* * * * *

b. Less than Full SCF Trays. [Add the following as the third and fourth sentences of this section:]

"Within second-class mailings where mailers have opted to claim the level B3/H3/J3 rates for groups of 50 or more pieces for the same optional city (see 564.222a and 564.421), the pieces for each optional city within the tray for which level B3/H3/J3 rates are claimed must be secured together into packages and labeled as optional city packages as described in 561.222. Each optional city package must contain only mail for single optional city."

564.43 Traying Requirements

* * * * *

564.432 Required Tray Sortation

a. 3-Digit Trays

* * * * *

(1) Unique 3-Digit ZIP Code Prefixes.

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, OR 3C) followed by "3DG Z+4 BARCODED" or "3DG Z+4 B/C"

* * * * *

(2) Other 3-Digit ZIP Code Prefixes.

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "3DG Z+4 BARCODED" or "3DG Z+4 B/C"

* * * * *

Example

NORTHERN VIRGINIA VA 221
NEWS 3DG Z+4 BARCODED
ABC MAILING CO ROCHESTER NY

b. SCF Trays

(1) SCF Trays for SCFs Serving Single 3-Digit Areas.

[Revise the last two sentences before Line 1 information to read as follows:]

"The pieces in the tray must be secured into 3-digit packages and labeled as described in 564.222 and 561.22, except that, in second-class mailings where the mailer elects to prepare optional city packages, groups of pieces for the same optional city may be prepared and labeled as optional city packages as described in 564.222 and 561.22. Single 3-digit SCF trays must be labeled as follows:"

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "3DG Z+4 BARCODED" or "3DG Z+4 B/C"

* * * * *

(2) SCF Trays for SCFs Serving Multiple 3-Digit Areas.

[Revise the last two sentences before Line 1 information to read as follows:]

"The pieces in less than full SCF trays must be appropriately packaged and labeled as described in 564.423b. If the tray contains pieces for only one 3-digit ZIP Code area served by the SCF, the tray must be labeled as if it were a 3-digit tray as specified in 564.432a. If a less than full tray in a second-class mailing contains pieces for only one optional city served by the SCF, and the level B3/H3/J3 rates are claimed for those pieces as described in 564.222a and 564.421, the tray must be labeled as an optional city tray as specified in 564.433. Trays containing pieces for multiple 3-digits area served by the SCF must be labeled as follows:"

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C) followed by "3DG Z+4 BARCODED" or "3DG Z+4 B/C"

* * * * *

Example

SCF SAN ANTONIO TX 780
2C 3DG Z+4 BARCODED
NBT CO BAKERSFIELD CA

564.433 Optional Tray Sortation for Second-Class Mailings Only

a. General. The requirements in 561.4 must be met.

b. Second-Class Optional City Trays. Before preparing 3-digit trays, second-class mailers may prepare optional city trays for the multi-ZIP Coded cities listed in Exhibit 122.63a. If mailers choose to prepare groups of 50 or more pieces for optional cities as described in 564.421, and there is a full tray of this mail for the same optional city, an optional city tray must be prepared. Optional city trays that are not full are prohibited, except that one overflow tray per optional city is permitted as provided in 561.44. Trays must be labeled as follows:

Line 1: Name of optional city in Exhibit 122.63a, two-letter state abbreviation, and lowest 5-digit ZIP Code served by city

Line 2: Contents (2C or NEWS) followed by "ZIP+4 BARCODED" or

"Z+4 BARCODED" and directly under ZIP Code on Line 1 "CITY"

Line 3: Name of mailer and city and two-letter state abbreviation of mailer's location

Example

LA JOLLA CA 92037
NEWS ZIP+4 BARCODED CITY
DEUCE MAILING CO BIGFOOT TX

564.5 Sortation Requirements—Residual/Basic Presort Tier

* * * * *

564.521 Option 1: ZIP Code Sequencing and Listing.

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C LTRS as appropriate) followed by "ZIP+4 BARCODED"

* * * * *

564.523 Option 3: Physical Separation by Rate Qualification.

* * * * *

a. Trays Containing ZIP+4 or Delivery Point Barcoded Mail

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C LTRS as appropriate) followed by "ZIP+4 BARCODED"

* * * * *

b. Trays Containing Pieces Not ZIP+4 or Delivery Point Barcoded But Bearing Correct Numeric ZIP+4 Code in Address and Meeting the Requirements of 540

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, OR 3C LTRS) followed by "ZIP+4"

* * * * *

c. Trays Containing Pieces Not ZIP+4 or Delivery Point Barcoded and Not Qualifying for ZIP+4 Rates

* * * * *

Line 2: Appropriate class or contents designation (FCM, 2C, NEWS, or 3C LTRS)

* * * * *

564.6 Documentation Requirements

* * * * *

564.62 When Documentation Required

* * * * *

564.622 Information Required for 5-Digit Presort Tier Sorted as in 564.3

a. Listing

[In 564.622a(1) change the phrase "(First-Class 5-digit ZIP+4 Barcoded rate, or third-class 5-digit ZIP+4 Barcoded rate)." to "(First-Class 5-digit ZIP+4 Barcoded rate, the second-class level B5/H5/J5 ZIP+4 Barcoded rate, or the third-class 5-digit ZIP+4 Barcoded rate)."]

* * * * *

564.623 Information Required for 3-Digit Presort Tier Sorted in Accordance with 564.4

a. Listing. For each group of 50 or more pieces per 3-digit area list the following by 3-digit ZIP Code, and if optional city groups were prepared for second-class mail, list for each group of 50 or more pieces per optional city the following by lowest 5-digit ZIP Code served by the city.

(1) Number of ZIP+4 Barcoded or Delivery Point Barcoded Pieces. These must be listed under a column heading (or column headings for second-class mail) that indicate(s) the rate for which they qualify based upon the class of mail submitted (First-Class 3-digit ZIP+4 Barcoded rate, second-class level B3/H3/J3 ZIP+4 Barcoded rate if for a unique 3-digit ZIP Code or an optional city, second-class level A/G/J1 ZIP+4 Barcoded rate, or third-class 3-digit ZIP+4 Barcoded rate).

(2) Number of Pieces Without a ZIP+4 Barcode or Delivery Point Barcode Bearing a Correct Numeric ZIP+4 Code and Meeting the Requirements of 540. These must be listed under a column heading (or column headings for second-class mail) that indicate(s) the rate for which they qualify based upon the class of mail submitted (First-Class ZIP+4 Presort rate, second-class level B3/H3/J3 ZIP+4 rate if for an unique 3-digit ZIP Code or an optional city, second-class level A/G/J1 ZIP+4 rate, or third-class 3/5 ZIP+4 rate).

(3) Number of Pieces Without ZIP+4 Barcode or Delivery Point Barcode Not Qualifying for ZIP+4 Rates. These must be listed under a column heading (or column headings for second-class mail) that indicate(s) the rate for which they qualify based upon the class of mail submitted (Presorted First-Class rate, second-class level B3/H3/J3 presort rate if a unique 3-digit ZIP Code or an optional city, second-class level A/G/J1 presort rate, or third-class 3/5 presort rate).

Note:

* * * * *

564.624 Information Required for the Residual/Basic Presort Tier Sorted as in 564.5

a. Pieces Sorted Under Option 1: ZIP Code Sequencing and Listing

[In 564.624a(1)(a), change the phrase "(First-Class Nonpresorted Barcoded rate if qualified for the card rate, or First-Class Nonpresorted ZIP+4 rates if other than a card, or third-class basic ZIP+4 Barcoded rate)" to "(First-Class Nonpresorted Barcoded rate if qualified for the card rate, or First-Class Nonpresorted ZIP+4 rate if other than a card, second-class level A/G/J1 ZIP+4 Barcoded rate; or third-class basic ZIP+4 Barcoded rate."]

[In 564.624a(1)(b), change the phrase "(First-Class Nonpresorted ZIP+4 rates or third-class basic ZIP+4 rate)" to "(First-Class Nonpresorted ZIP+4 rate, second-class level A/G/J1 ZIP+4 rate, or third-class basic ZIP+4 rate)."]

[In 564.624a(1)(c), change the phrase "(First-Class single-piece rate or third-class basic presort rate)" to "(First-Class single-piece rate, second-class A/G/J1 presort rate, or third-class basic presort rate)."]

* * * * *

564.625 Summary

a. Second-Class Mailings and Permit Imprint Mailings

(1) Rate Summary.

[Revise the last sentence in this section to read as follows:]

"This grand total shows the amount of postage to be deducted from the second-class account or the permit imprint account."

* * * * *

A transmittal letter making these changes in the pages of the Domestic Mail Manual will be published and will be transmitted to subscribers automatically. Notice of issuance will be published in the **Federal Register** as provided by 39 CFR 111.3.

Stanley F. Mires,

Assistant General Counsel, Legislative Division.

[FR Doc. 92-3588 Filed 2-13-92; 8:45 am]

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